

VITAL MATERIALS REPORT FOR WEEK ENDING - 13 AUGUST 1954

1. <u>TYPES OF MATERIAL</u>	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	.6	1.1	174.3
Maps	0	0	43.4
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
Total	.6	1.1	347.1
B. (Measured by actual count)			
Cards (IBM)	63,869	14,010	3,926,367
Film (Reels) 35mm	3	0	5,531
Film (Reels) 16mm	0	0	2,101

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
Commo.	1
OCD	1
OCI	1
ORR	1
** OSI	2
* DD/P	31
Total	37

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	21
1. Number of Offices Depositing	20
2. Number of Offices Not Depositing	1
(Audit Office-Letter of Exception 5 Feb 52)	
B. Number of Offices With Established Schedule	10
C. Number of Offices in Which Schedules are to be Established.	10
D. Offices Depositing This Week	6
E. Offices Delinquent in Depositing	2
(No deposit in last 30 days)	
Directors Office - No deposit since 18 June 1954	
DD/I - No deposit since establishment of schedule on 11 May 1954.	

* Material not accessible to Repository personnel.

** One of two cabinets not accessible to Repository personnel.